

## North Dakota Homeless Education Program Liaison Assurance Federal Title Programs Consolidated Application Requirement

Under NCLB, every LEA receiving Title I funds – whether or not it receives McKinney-Vento sub-grant funds – is required to designate a homeless liaison. The homeless liaison serves as one of the primary contacts between homeless families and school staff, district personnel, shelters workers, and other service providers. Because of this important role, LEAs must assure that their district liaison understands their role and responsibilities. Additional training will be offered during the school year. The duties of the District Liaison as outlined in title VII of the MCKINNEY-VENTO Homeless Assistance Act (42 U.S.C. 1143 et seq.) Subtitle B – Education for Homeless Children and Youth Sec 722(g)(6)(A)

### LOCAL EDUCATIONAL AGENCY LIAISON-

(A) DUTIES- Each local educational agency liaison for homeless children and youths, designated under paragraph (1)(J)(ii), shall ensure that--

- (i) homeless children and youths are identified by school personnel and through coordination activities with other entities and agencies;
- (ii) homeless children and youths enroll in, and have a full and equal opportunity to succeed in, schools of that local educational agency;
- (iii) homeless families, children, and youths receive educational services for which such families, children, and youths are eligible, including Head Start and Even Start programs and preschool programs administered by the local educational agency, and referrals to health care services, dental services, mental health services, and other appropriate services;
- (iv) the parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
- (v) public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services under this Act, such as schools, family shelters, and soup kitchens;
- (vi) enrollment disputes are mediated in accordance with paragraph (3)(E); and
- (vii) the parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin, as described in paragraph (1)(J)(iii), and is assisted in accessing transportation to the school that is selected under paragraph (3)(A).

### Before Completing Assurance, Read Instructions on the Following Page

- (1) By signing and submitting this assurance, the district liaison assures that they will fulfill the responsibilities of the district liaison as explained in this assurance.
- (2) The district liaison agrees to complete the liaison certification process during the 2015-2016 school year.

<div style="border-bottom: 1px solid black; margin-bottom: 10px;"></div> <p><b>District</b></p> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"></div> <p><b>Authorized Representative Signature</b></p> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"></div> <p><b>Date of Signature</b></p>	<div style="border-bottom: 1px solid black; margin-bottom: 10px;"></div> <p><b>District Liaison Name (Please Print)</b></p> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"></div> <p><b>District Liaison Signature</b></p> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"></div> <p><b>Date of Signature</b></p>
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Issue	Responsibility	Legally Required
<b>Outreach</b>	<ul style="list-style-type: none"> <li>• Ensure that the parent or guardian of a homeless child or youth and unaccompanied youths, are fully informed of all transportation services, including to the school of origin. Ensure that transportation services are provided when requested.</li> <li>• Post educational rights of homeless children and youth in all schools.</li> <li>• Post educational rights of homeless children and youth in the community where homeless families and youth may receive services (e.g., shelters, public health offices, libraries, and soup kitchens).</li> <li>• Inform school personnel, service providers, and advocates who work with homeless families of the duties of the liaison.</li> <li>• Collaborate and coordinate with state coordinators, community service providers, and school personnel responsible for the provision of education and related services to homeless children and youth.</li> </ul>	<p><b>X</b></p> <p><b>X</b></p> <p><b>X</b></p> <p><b>X</b></p> <p><b>X</b></p>
<b>Unaccompanied youth</b>	<ul style="list-style-type: none"> <li>• Assist unaccompanied youth in placement/enrollment decisions, including considering the youth's wishes in those decisions, and providing notice to the youth of the right to appeal such decisions under the enrollment disputes provisions. (See Appendix S for more information on ensuring enrollment for unaccompanied youth.)</li> <li>• Ensure that unaccompanied youth are immediately enrolled in school pending resolution of disputes that might arise over school enrollment and placement.</li> <li>• Assist children and youth who do not have immunizations or medical records to obtain the necessary immunizations or medical records.</li> </ul>	<p><b>X</b></p> <p><b>X</b></p> <p><b>X</b></p>
<b>Suggested activities to ensure district-wide compliance</b>	<ul style="list-style-type: none"> <li>• Provide professional development for school district staff to build awareness of the educational needs of homeless students, the legal responsibilities of the district, and the LEA's local policies and procedures.</li> <li>• Provide outreach to community service providers through presentations, announcements, and dissemination of relevant publications.</li> <li>• Provide training for parents.</li> <li>• Distribute materials, tutoring supplies, and clothing to schools.</li> <li>• Conduct a needs assessment.</li> <li>• Conduct an evaluation of the local homeless education program</li> </ul>	
<b>Policies and procedures</b>	<ul style="list-style-type: none"> <li>• Review local policies and procedures that may impact homeless children and youth, such as school enrollment and access to school programs (LEA requirement may be assumed by liaison).</li> <li>• Revise local policies and procedures determined to be potential barriers for homeless children and youth (This is an LEA requirement that may be assumed by liaison).</li> <li>• Ensure that homeless students are identified by school personnel.</li> </ul>	<p><b>X</b></p> <p><b>X</b></p> <p><b>X</b></p>

Issue	Responsibility	Legally Required
<b>Enrollment and access to educational services</b>	<ul style="list-style-type: none"> <li>• Ensure that homeless students enroll in, and receive equal opportunity to succeed in, the schools of the LEA.</li> </ul>	<b>X</b>
	<ul style="list-style-type: none"> <li>• Ensure that homeless families, children, and youth receive educational services for which they are eligible, including Head Start, Even Start, and pre-school programs administered by the LEA, and referrals to health, mental health, dental, and other appropriate services.</li> </ul>	<b>X</b>
	<ul style="list-style-type: none"> <li>• Ensure that parents or guardians are informed of educational and related opportunities that are available to their children and are provided meaningful opportunities to participate in their children's education.</li> </ul>	<b>X</b>
	<ul style="list-style-type: none"> <li>• Assist with enrollment dispute cases and ensure they are mediated in accordance with the state's enrollment dispute resolution process.</li> </ul>	<b>X</b>